

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.: MRO RFP 7-11	
Effective Date: 07/16/2007	
Expiration Date: 07/15/2009	
Agency Number:	
Facility: All State Agency	
Vendor Federal ID: 352011456	
Vendor Telephone Nbr: 317/471-1570--	
Name Of Contact Pers: MIKE QUAMMEN	
FAX Number: 317/471-1572--	

Name and Address of Vendor: COMMERCIAL LAMP & BALLAST INC
Cnct: MIKE QUAMMEN
5701 W 85TH STREET
INDIANAPOLIS IN 46278

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
			<p>This is an award of a Quantity Purchase Agreement for Lamps & Ballasts</p> <p>QPA can be mutually renewed yearly for two additional years.</p> <p>Quantities are estimates and could be more or less.</p> <p>RE: QPA# 10152</p> <p>Order processing available from this vendor: Catalog (Peoplesoft)</p> <p>MRO QPA contact information: Vendor Manager: Mike DuValle Phone: (317) 232-3035 E-mail: mduvalle@idoa.in.gov</p> <p>Vendor contact: Ron Quammen Phone: (317) 471-1570 E-mail: rquammen@commlamp.com</p> <p>Pricing: Web page regarding prices for market basket items: http://www.in.gov/idoa/proc/mro.html Discount schedule for non-market basket items: Call vendor directly.</p> <p>MRO QPA categories supported by this vendor: -Lamps & Ballasts</p> <p>MRO QPA contract information: -RFP-7-11 submitted by IDOA -Vendors to provide reduced prices and significant discounts. -Target: 100% fill rate. -All orders are FOB Destination with no shipping charges for all products included in all MRO contracts. -All payments shall be made in arrears in conformance with State fiscal policies and procedures. -Backorders will not be billed until shipped. Vendor will make every effort to accommodate your needs. -On select contracts, vendors allow purchases through their retail stores. -Account Managers and vendor representatives available to discuss your needs and how their products will help you meet them.</p> <p>MRO QPA best practices: -Research the products! -Alert Vendor Manager if an error occurs while placing an order via punch-out. -Important: Closely monitor what is in your shopping cart! -Alert Vendor Manager if an error occurs while placing an order via catalog method. -Important: Always double-check the order for correctness before converting from a requisition to a PO! -Notify Account Executive or vendor's Customer Service if there is a discrepancy in product count (vs. shipping documents), and / or damaged product. Take digital pictures (at your discretion). -Advise Vendor Manager on all quality or customer service issues via Issue Logs, Commodity User Group meetings or direct correspondence.</p> <p>All orders received by contractor after 5:00pm EST shall be deemed and considered as having been received and processed on the following business day</p>	

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Orders can only be placed by state employees authorized by the Department of Administration via phone, email or fax. All orders will come in the form of a Purchase Order via the PeopleSoft system. Commercial Lamp has agreed to extend the pricing terms of this contract to non-governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc). To establish an account with Commercial Lamp with these pricing terms, please contact them directly (contact information can be found on the QPA page). You may need to provide proof that you represent a non-governmental entity and will to reference the QPA number.

Except for special orders and circumstance, contractor will use reasonable best efforts to ensure that orders placed shall be dock delivery or otherwise specified and mutually agreed upon delivery within forty-eight (48) hours.

The Department of Administration Procurement Staff will be meeting with Commercial Lamp regularly to discuss issues, concerns and overall activity related to this Contract. It is critical that agencies report any issues or concerns they experience to Michael Duvalle at mduvalle@idoa.in.gov. Issues must be reported as soon as they arise to ensure an expedient investigation and resolution.

Vendor must be able to allow Mutiple Delivery on one QPA Purchase Order

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Products, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision

If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at MWDBE@idoa.in.gov. In the event that the contractor fails to report changes in participation attainment, demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor.

The following UN/CEFACT Unit of Measure Common Codes are used in this document:

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053		